

**MINNESOTA DISTRICT COURT
TENTH JUDICIAL DISTRICT**

**JUDICIAL LAW CLERK
(2 positions)**

**Appointing Authorities: The Honorable Lawrence Johnson and
The Honorable Ellen Maas**

OFFICE & LOCATION	CLASS	WORK SCHEDULE
Tenth Judicial District Anoka County Courthouse Anoka, MN	Judicial Law Clerk	Full-Time Monday - Friday 8:00am - 4:30pm

The Honorable Lawrence Johnson and the Honorable Ellen Maas, who are both chambered in the Anoka County Courthouse, Anoka, Minnesota, are seeking qualified individuals to fill full-time judicial law clerk positions.

DESCRIPTION: Judicial clerks work directly with the District Court Judge performing legal research, drafting memoranda and jury instructions. In addition to legal research and writing, clerks have the opportunity to observe court proceedings and learn first hand how the court system operates.

The successful candidate will be articulate, self-motivated, and an excellent writer. Solid academic and analytical skills are required. Applicants must have the ability to effectively communicate, verbally and in writing. Computer literacy is important, familiarity Westlaw and Microsoft Word/Windows operating system preferred.

MINIMUM QUALIFICATIONS: Graduate of an accredited law school. An attorney who has taken the Minnesota Bar Exam is preferred. We will also accept applications from those who will graduate by July of 2008.

Successful candidate will be required to pass a criminal background check prior to appointment.

SALARY: \$20.43/hour (\$42,664 annual). Includes full State of Minnesota benefits package. For benefit information visit www.doer.state.mn.us.

APPLICATION DEADLINE: Applications accepted until 4:30 p.m. on Tuesday, June 10, 2008.

TO APPLY: Download an application from www.mncourts.gov, or obtain by calling (763) 279-0171. Submit completed application form, cover letter, resume, short writing sample, and unofficial transcript of grades to (*you need only submit one of each to be considered for both openings*):

**Tricia Hedin
Tenth Judicial District
7533 Sunwood Drive NW, Suite 306
Ramsey, MN 55303**

Equal Opportunity Employer